 **Create Procurement Request Options**

* As a fleet manager, I want to choose what type of requisition I am going to create from the following options: Fleet Procurement, Vessel Operations, Fuel, IT.

###  Create Procurement Request

* As a fleet manager, I want to easily create a new procurement request so that I can start the process of acquisition needed for our operations.

###  Select Category for Fleet Procurement Request

* As a fleet manager, if I choose Fleet Procurement, I want to select which category the request belongs to, namely Vessels and Equipment, Maintenance and Repair Services, Lubricants and Oils, Crew and Support Services, Insurance and Legal Services.

 **Request Justification**

* As a fleet manager, I want to explain why we need the acquisition so that the approvers understand their importance.

 **Detailed Description Input**

* As a requisitioner, I want to provide a clear description of the vehicles or IT services needed, including quantity and any special notes (I-TOM: Free Text), so that the supplier knows exactly what to deliver.

 **Specifications Entry**

* As a requisitioner, I want to specify all the details, quantities, and quality standards for the vehicles or IT services we need so that everything meets our requirements.

 **Attach Supporting Documents**

* As a user, I want to attach relevant documents like quotes or specifications to my request so that all the necessary information is available for review.

 **Assign Cost Centre**

* As a user, I want to assign a cost centre to my procurement request so that the expenses are tracked correctly.

 **Budget Check**

* As a user, I want to check if there's enough budget for my request so that I can avoid overspending.

 **Submit Procurement Request**

* As a user, I want to submit my completed procurement request so that it can be reviewed and approved.

 **Approve/Reject Procurement Request**

* As a manager, I want to approve or reject procurement requests so that I can control the fleet and IT procurement process based on:
  + Budget
  + Planning
  + Compliance
  + Alignment with needs
  + Process adherence.

 **Request Approval Workflow**

* As a procurement manager, I want to set up an approval workflow for procurement requests so that they automatically go to the right approvers.

 **Notifications and Alerts**

* As a user, I want to get notifications about my procurement request status so that I know if any action is needed.

 **Track Procurement Request Status**

* As a user, I want to track the status of my procurement request so that I know if it's been approved, rejected, or is still pending.

 **View Procurement Request History**

* As a user, I want to look at the history of my procurement requests so that I can reference past requests and their outcomes.

 **Duplicate Procurement Request**

* As a user, I want to duplicate a previous request so that I can quickly create a new request with similar details.

 **Edit Procurement Request**

* As a user, I want to make changes to an existing request so that I can update it before approval.

 **Requisition Type: Ad Hoc**

* As a fleet manager, I want to create a requisition for vehicles or IT services not regularly ordered so that I can handle special or one-time needs.

 **Requisition Type: RFPRFQ Contract Confirmation**

* As a purchasing manager, I want to confirm requisitions against our existing RFPRFQ contracts so that we stick to pre-negotiated terms.

 **Requisition Type: Blanket/Open PO**

* As a procurement officer, I want to create blanket or open purchase orders for vehicles and IT services so that I can manage ongoing procurements without multiple requisitions.

 **Variance (Correction or Variable Consumption): Correction of Variance**

* As a requisition approver, I want to correct any discrepancies in procurement orders so that the quantities and costs match what we received.

 **Variance (Correction or Variable Consumption): Variable Consumption Tracking**

* As an inventory manager, I want to track how much of each vehicle or IT service we use so that I can adjust orders based on actual usage.

 **Quality Standards: Quality Standards Confirmation**

* As a quality assurance officer, I want to ensure the quality standards are met by the supplier so that we receive high-quality vehicles or IT services.